

PERSONAL DOCUMENT MANAGEMENT SYSTEM

ABSTRACT OF THE DISCLOSURE

A system for managing personal documents is provided that includes centralized organization, handling, and retention capabilities. Documents in paper and electronic document format are loaded into the system, important information is extracted, and the documents are handled appropriately based on knowledge about the information flow between documents and the transactions that are associated with each document. Document retention criteria may be applied to determine which documents should be backed up to a secondary or remote location for later retrieval in case the original documents are destroyed.